

## CHANGING ADDRESSES FOR MULTIPLE PARTICIPANTS IN A CASE

In WiSACWIS the Case Address is the Primary Residence address of the Reference Person in the case. The Case Address should match the address in the Person Management Record for the participant listed as the Reference Person. Participants in the case who live at the address listed on the Address Tab in the Maintain Case window can have their address updated in their Person Management Record from this tab. For example, if the family moves, this will be the easiest method to update all the participant's records.

1. Click on the Cases expando to view all cases. Scroll to the case where an address change needs to be recorded.
2. Click on the Case Name hyperlink to open the Maintain Case window.
3. Click on the Address Tab. Enter and Effective Date and fill in the remaining changes on this window.

The screenshot shows the 'Maintain Case' window in Microsoft Internet Explorer. The browser title is 'Maintain Case - Microsoft Internet Explorer'. The page header is 'eWiSACWIS' with links for 'Print', 'Spell Check', and 'Help'. The 'Case' section displays: Last/Provider: Anderson, Number: 20243, Status: Open, First: Amy, Initial: [empty], Open Date: 07/28/2000. Below this are four tabs: 'Participants', 'Address' (selected), 'Collaterals', and 'Closing History'. The 'Case Address' section contains the following fields: Type: Primary Residence (dropdown), Effective Date: 12/02/2003 (text), C/O: [empty], Street: 100 [empty] Park Street [empty] Apt: [empty], WI City: Madison, 53701 (dropdown), City: Madison (text), State: WI (dropdown), ZIP: 53701 (text), Country: United States (dropdown), Phone: (608)555-5555 Ext: [empty] Alt Phone: [empty] Alt Ext: [empty] Fax: [empty], and Comments: [empty]. At the bottom right of the form is an 'Update' button. Below the form is an 'Options:' dropdown with a 'Go' button. At the very bottom are 'Save' and 'Close' buttons. The browser status bar shows 'Done' and 'Internet'.

4. Click on the Update button on this window. A window will open that lists all the participants in the case.

Participants Residing At Case Address	
<input type="checkbox"/>	Anderson, Amy
<input checked="" type="checkbox"/>	Anderson, Andrew
<input checked="" type="checkbox"/>	Anderson, Anita
<input checked="" type="checkbox"/>	Mooretest, John

Check box if Yes

Save Close

5. Check all the names of participants whose address needs to be updated to match the address on the Maintain Case Window. Click on the Save button. Click on the Close button to close this window.